



BEFORE THE ENERGY RESOURCES CONSERVATION AND DEVELOPMENT  
COMMISSION OF THE STATE OF CALIFORNIA  
1516 NINTH STREET, SACRAMENTO, CA 95814  
1-800-822-6228 – [WWW.ENERGY.CA.GOV](http://WWW.ENERGY.CA.GOV)

**FOR THE CALICO SOLAR PROJECT  
AMENDMENT**

**Docket No. 08-AFC-13C**

**COMMITTEE ORDER ADOPTING FILING AND ELECTRONIC DOCUMENTS DIRECTIVES**

To reduce the amount of paper used, and time spent duplicating paper documents, in this proceeding, the Committee hereby adopts the attached Filing and Electronic Documents directives contained in **Attachment A**, which shall apply to **all filings** made after the date of this order.

**Public Adviser and Public Participation**

The Energy Commission's Public Adviser's Office is available to assist the public in participating in the AFC review process. For information on how to participate, please contact the Public Adviser's Office at (916) 654-4489 or, 800-822-6228 or by e-mail: **[publicadviser@energy.state.ca.us]**.

Media inquiries should be directed to the Energy Commission's Office of Media and Communications at (916) 654-4989 or e-mail: **[mediaoffice@energy.state.ca.us]**.

Questions of a legal or procedural nature should be directed to Kourtney Vaccaro, the Hearing Adviser, at (916) 654-3893 or e-mail: **[kvaccaro@energy.state.ca.us]**.

Technical questions concerning the project should be addressed to Craig Hoffman, the Staff Project Manager, at (916) 654-4781 or e-mail: **[choffman@energy.state.ca.us]**.

Media inquiries should be directed to the Office of Media and Public Communications at (916) 654-4989 or e-mail: **[mediaoffice@energy.state.ca.us]**.

Information concerning the status of the project, as well as notices and other relevant documents may be viewed on the Energy Commission's Internet web page at: **[http://www.energy.ca.gov/sitingcases/calicosolar/compliance/index.html]**

Dated: May 2, 2011, at Sacramento, California.

KAREN DOUGLAS  
Commissioner and Presiding Member  
Siting Committee

ROBERT B. WEISENMILLER  
Chairman and Associate Member  
Siting Committee

## **ATTACHMENT A**

### **FILING AND ELECTRONIC DOCUMENT DIRECTIVES**

**Saving paper.** Energy Commission regulations, California Code of Regulations, title 20, section 1210 require, in addition to any electronic service, that a paper copy be delivered in person or by first class mail except where a party requests to receive an electronic copy when one is available. Individuals and groups on the Proof of Service list who prefer to receive filings by e-mail and do not require a paper copy in addition to an electronic copy shall inform the Hearing Officer. The Proof of Service list for this matter will delineate those individuals and groups and it is sufficient to provide those individuals with an e-mailed copy only<sup>1</sup>. Those not so delineated must receive a paper copy in addition to any e-mailed copy that the filing party chooses to provide, except as provided in the paragraph below.

**Whether or not a recipient has indicated a preference for electronic documents, all documents in this proceeding may be sent in the form of an electronic file recorded on a Compact Disk rather than as a paper copy, provided that the recipient is offered the opportunity to request a paper copy. A Compact Disk copy may not be substituted for the original paper copy required to be filed with the Dockets Unit as described below.**

In addition to providing copies to the other parties and others on the Proof of Service list, parties must either file one original paper copy and e-mail an electronic copy or file an original and 12 paper copies with the Dockets Unit.

**Electronic document formats.** Many people prefer to receive and work with electronic, rather than paper, copies of documents. Electronic copies created by scanning a printed document are disfavored because their contents cannot be word searched, read by programs that assist the visually impaired, or easily read on small screen devices such as smart phones. The better method is to provide the original file in a commonly used format (i.e., Microsoft Word .doc) or create a .pdf (Portable Document Format) file by printing to a "virtual printer" that creates a .pdf file from within the same program that is used to print a paper copy.<sup>2</sup>

This directive does not apply to documents or attachments that are not generated under the control of the party or its agents or where it is otherwise infeasible to comply.

Signatures may be indicated on electronic copies by embedding a scanned signature graphic, "Original Signed By" or similar words, or a second, scanned, copy of the signature page may be appended to the .pdf or other file. It is sufficient that the original signed physical copy is filed with the Energy Commission's Dockets Unit as the single copy or with the 12 physical copies as described above. Questions about the above filing and formatting directives may be addressed to Kourtney Vaccaro, the Hearing Officer in this matter, at (916) 654-3893 or e-mail: [kvaccaro@energy.state.ca.us](mailto:kvaccaro@energy.state.ca.us).

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<sup>1</sup> The California Independent System Operator (CAISO) has informed us that it does not wish to receive paper copies and will be so marked on the Proof of Service list.

<sup>2</sup> Applying optical character recognition (OCR) to a scanned file is disfavored because even the best OCR technology will make some mistakes.